

United States District Court, Southern District of Florida

Notice of Vacancy

Position Title: Career Law Clerk to U. S. Magistrate Judge Barry L. Garber
Of Vacancies: One full-time position
Ann. Number: 2017-JDS-09
Location: Miami, Florida
Salary Range: Commensurate with Legal Work Experience – Additional Information provided below
Open Date: May 10, 2017
Closing Date: Open Until Filled
Start Date: November 9, 2017 – Selected candidate must be available for two weeks of overlap training which may take place immediately prior to the paid start date

Position Overview

Provides information, guidance and advice to the U.S. Magistrate Judge in connection with pending civil and criminal litigation. Drafts appropriate recommendations and orders for the Court's signature. Reviews all complaints, petitions, motions, and pleadings that have been filed to determine issues involved and basis for relief. Performs research as required. Maintains liaison between the Court and litigants; corresponds with other court officials. Evaluates procedures. Reviews docket of pending litigation to assure proper progress. Keeps Judge advised of those cases where action is appropriate. Identifies problem areas, makes recommendations, and offers solutions, as required. Keeps abreast of changes in the law to aid the Judge in adjusting to new legislation. Advises appropriate personnel on status of particular cases. Works closely with Courtroom Deputy regarding scheduling of hearings. Attends hearings in assigned cases. Assists with administrative matters, as there is no judicial assistant assigned to chambers. Performs other duties as assigned.

Qualifications/Requirements:

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper 20% of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review (or journal) of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which in the opinion of the judge is the equivalent of one of the above.

Court Preferred Skills:

Graduation from law school with a cumulative GPA of 3.5 or higher.

Salary

The pay rate offered is subject to Judicial Officer approval.

Eligible for Appointment at JSP Grade Level:	Years of Legal Work Experience Required after Law School Graduation:	Bar Membership Required
JSP Grade 11, Step 1 (\$63,909)	0	No
JSP Grade 12, Step 1 (\$76,602)	1 Full-Time Year	Yes
JSP Grade 13, Step 1 (\$91,089)	2 Full-Time Years	Yes
JSP Grade 14*, Step 1 (\$107,640)	3 Full-Time Years	Yes

**Availability of the JSP Grade 14 pay rate is subject to restrictions of the Judicial Salary Plan pay system as no judge may increase to more than one the number of chambers law clerks paid at the rate of JSP 14 or above. In addition, appointment at or promotion to JSP Grade 14, requires two years of federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience.*

Legal Work Experience

Progressively responsible experience in the practice of law, legal administration or equivalent experience gained after graduation from law school.

Personal Characteristics

The successful candidate is mature, responsible, poised, and tactful, hard-working, efficient, exercises good judgment, treats the public with respect, demonstrates initiative, and maintains a professional appearance and demeanor at all times. Candidate is also able to work harmoniously with others and communicates effectively, both orally and in writing.

Background Check

This is a sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

Benefits

The following benefits are available to Career Law Clerks:

- Ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Employees Health Insurance Program.
- Participation in group insurance programs in the areas of: Dental/Vision, Life, Long Term Care
- Participation in a pre-tax Flexible Spending Account.
- Coverage under the Leave Act. Accrue 13 days of paid vacation per year for the first three years.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

How to Apply

A complete application consists of the following:

1. Cover Letter
2. Detailed Resume that includes exact dates of employment
3. Copy of Law School Transcript
4. Proof of Bar membership, if applicable
5. Post-Law School Legal Writing Sample

Please **do not submit applications electronically** using e-mail. Do not contact chambers by telephone. All application materials are to be sent in paper format and should be mailed to:

Chambers of Honorable Barry L. Garber
99 NE 4th Street, Room # 1061
Miami FL 33132

Employment with the United States Courts

Employees of the United States District Court serve under "Excepted Appointment" and are considered "At-Will" employees. The Federal Courthouse and Chambers are designated as non-smoking areas. EFT (Electronic Funds Transfer) is mandatory, therefore payment for net pay (paycheck) is issued via direct deposit.

The Federal Court practices zero tolerance for illegal drug use.
The United States District Court is an Equal Opportunity Employer.